

REQUEST FOR QUOTATION

RFQ Number: 07-001

Request Date: May 18, 2007

TO:

Special Notes:

- 1) This is a request for **Open Market Pricing**.
- 2) Quotations may be e-mailed to gladys_rivera@prp.uscourts.gov or faxed to (787) 771-1264 to the attention of Mrs. Gladys Rivera, Administrative Analyst by May 18, 2007, 5:30 p.m. (local time). Moreover, hand carried quotations are to be delivered by the same time at the U.S. Probation Office, Federico Degetau Federal Office Building, 150 Carlos Chardón Ave., Rm 400, San Juan, PR 00918-1767 to the attention of Mrs. Gladys Rivera, Administrative Analyst. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached.
- 3) **A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**
- 4) Quotes and questions concerning this RFQ should be addressed to the person stated below no later than May 18, 2007:

Mrs. Gladys Rivera
Administrative Analyst
U.S. Probation Office
Federico Degetau Federal Office Building
150 Carlos Chardón Ave., Rm 400
San Juan, PR 00918-1767

Sincerely,

Eustaquio Babilonia, Chief
U.S. Probation Officer

grr

Attachment

Quote Sheet for RFQ Number: 07-001

<u>Item No.</u>	<u>Short Description</u>	<u>List of Tasks</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1</u>						
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>		(Continue on additional sheet(s), if necessary.)				

Vendor's Name

Vendor's Phone Number/Fax Number/E-mail

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Quantity Discount

Tax Identification

Printed or Typed Name of Signature

Discount Terms or Net 30?

Performance Start Date

DUNS Number

**Statement of Work
U.S. Probation Office
District of Puerto Rico
May 7, 2007**

1 Description:

The contractor shall present a proposal with rates for group lodging for 80 persons & conference facilities that can accommodate 90 persons. The proposal hotel shall be rated no lower than 3 Stars as defined by the Puerto Rico Convention Bureau.

1.1 Introduction:

We will be carrying out our 11th District Meeting from August 16 to August 19, 2007, at a lodging facility located within Puerto Rico.

1.2 Purpose:

The U.S. Probation Office would like to offer training to our employees in an environment with minimum distractions and interruptions. This requirement shall be achieved in a contained environment that can provide training and workshop facilities for interactions.

1.3 Scope:

The contractor shall be able to deliver the following services:

- a) Accommodation for 80 single rooms, arriving August 16 and leaving August 19, 2007.
- b) Banquet Services for 80 persons, which should include:
 - Dinner on August 16
 - Breakfast, Lunch, & Dinner on August 17
 - Breakfast & Lunch & Dinner on August 18
 - Breakfast & Lunch on August 19
- c) Training facilities with one (1) meeting room that can accommodate 90 participants. The training facilities should include audiovisual equipment.
- d) Include cost of incidental expenses, such as, maid, bell services, and parking.

2 Description of Deliverables:

Ninety (90) single rooms shall be available for August 16 to 19, 2007. Rooms shall be accessible for check-in no later than 3:00 p.m. on August 16, 2007. Check-out time should be made by 12:00 noon on August 19, 2007. Meeting room and audiovisual equipment shall be available at all times during this period. Banquet services shall be obtainable at established hours once stipulated in the final contract agreement.

3 Schedules for Performance and Delivery:

Once an agreement has been reached, reservations shall be set for August 16 to August 19, 2007.

4 Submittal of Quotes:

All Requests for Quotation shall be received no later than May 18, 2007. Any quotation received after this date will not be considered in the evaluation process. The U.S. Probation Office will perform on-site visits to verify lodging and meeting room facilities expectations upon receipt of the requests for quotation.

5 Pricing:

All costs for lodging, banquet services, meeting room packages and ground transportation shall be included in the quote.